



Position Description

Department: Moore County Parks and Recreation

Title: *Head Coach and Assistant Coach*

Goal: *To provide athletic programs in Moore County*

Duties:

1. Abide by and encourage compliance with ALL Moore County Parks and Recreation Department Policies, Rules and regulations.
2. Attend all meetings held by Moore County Parks and Recreation Athletic Staff
3. Ensure that all team members are properly registered (correct age, forms completed, fees paid) BEFORE allowing participation
4. Arrive at the designated site 15 minutes before and practice or game
5. Communicate with parents about games and practices
6. Plan practices and ensure that all players are included and participate
7. Remain at site of practice or game until all team members have left.
8. Report all injuries and accidents that required first aid to the athletic staff the same day of occurrence
9. Ensure proper use and care of all equipment and facilities. Report any visible maintenance issues to the athletic staff. If in doubt of safety of players do not use equipment or practice at a sight. If this happens do not use equipment or site and report problem to athletic staff.
10. Maintain control of games and practices by ensuring that you and your team and the parents keep from getting angry. Avoid conflicts and confrontations at all cost.

Qualifications:

- Must be 18 years of age or older to be a Head Coach and must be 16 of age or older to be an Assistant Coach.
- Have ability to teach fundamentals of the sport coaching
- Ability to communicate effectively and appropriately with participants, staff, coaches and parents.
- Knowledge and acceptance of Rules, Regulations, and Philosophy according to Moore County Parks and Recreation Department
- Possess strong leadership and organizational skills

Time Required: Time of the event

Supervisor: Athletic Staff

Physical Demands: This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, walking, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, night vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Head Coaches and Assistant Coaches Preseason Checklist

- ☐ All coaches (Head Coaches and Assistance Coaches) must submit Coaches Application form prior to the sport season
- ☐ Coaches are responsible for holding a preseason parent meeting
- ☐ Coaches should strive to set a good example for players, fans, parents, and officials.
- ☐ Make sure that all players meet eligibility requirements
- ☐ Ensure that you have all equipment needed for season and that uniforms meet standards set by Moore County Parks and Recreation
- ☐ Make sure that you have a copy of league rules and fully understand all rules. If you have any questions please do not hesitate to ask the athletic staff.
- ☐ Remember to enforce and follow good sportsmanship and to promote having fun at all times

Sample Practice Plan

NOTE: this information below is intended to provide coaches, particularly new coaches, with a general idea of how to structure a 60 minute (1 hour) team practice. This is just a guideline to get you started. Feel free to develop your own practice plan as you get further into the season.

<u>Duration</u>	<u>Activity</u>
5 min	Welcome/Start – Bring team together in the middle of the field/court to briefly review any necessary information from previous practice or games, discuss the goals for today's practice and address questions and concerns of the players
10 min	Warm-up – Lead team through several aerobic exercises (e.g. should include jumping jacks, jogging, or sprints) and dynamic static exercises that target the major muscle groups (e.g. triceps, biceps, quads, calves, and hamstrings)
1-2 min	Water Break – It is very important to keep players hydrated
5 min	Review – Go over and re-emphasize any skills or plays that were covered in the previous practice
5 min	Individual Skills – Demonstrate/Teach players two or three new drills that would enhance their specific positions demands (e.g. show a basketball point a drill to be able to learn to dribble with both right and left hands more efficiently)
1-2 min	Water Break
10 min	Team Skills – Introduce and go through new drills and plays that players will use in a game; allow every player to practice the new drill or play several times
1-2 min	Water Break
15 min	Scrimmage – allow teams to play each other and run through new and old skills during a scrimmage. Make sure to keep players hydrated
5 min	Cool down/Wrap up – Have team circle up and do small stretches while going over any needed information from the days practice and the next practice or games.